# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PK745
Classification Specification: FIELD SUPERVISOR
Colony Dongo, TM24
Salary Range:TM34
Position Description: Facilities Systems Supervisor
Incumbent:
Location: Parks Department - Facilities Management Division
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#### GENERAL PURPOSE:

Under the direction of the Superintendent of Facilities Management, Incumbent plans, organizes, and supervises the daily activities and operation of the HVAC and Alarm Maintenance unit in the Facilities Division.

Work is characterized by supervisory, technical and administrative work requiring general knowledge and some expertise in certain areas related to mechanical, plumbing, electrical, heating and cooling systems. Typical work includes scheduling, assigning, supervising, conducting performance reviews, and approving/scheduling employee leave time for assigned crews, maintenance of various building systems including HVAC, Fire suppression, Fire and burglar alarm systems. This position will also assist with implementation and administration of various contracts for the maintenance of the aforementioned systems.

Work is performed independently under minimal supervision. Instructions are provided in oral, written or diagram form. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work and effectiveness of results.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making recommendations to hire; training employees; planning, assisting, directing,

and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints, resolving problems; and approving/scheduling sick leave and vacation time.

Develop and maintain annual work plans with Superintendent of Facilities, making adjustments and revisions throughout the year to reflect the changing workloads; maintain files and records regarding facilities activities; maintain inventories necessary for the operation and maintenance of all City facility systems including the Heating, Ventilation and Air Conditioning (HVAC) systems, the fire suppression and alarm systems.

Assist in budget preparation; work closely within budget, monitoring expenditures and budget funds; provide cost estimates and recommendations for budget regarding assigned facilities maintenance programs.

Inspect HVAC systems, Fire suppression systems and alarm systems in or on all buildings within the Facilities Division responsibility. Inform Superintendent of conditions that warrant attention per inspections or complaints and recommend appropriate action.

Develop, implement, and maintain preventative maintenance schedules for all City HVAC, Fire Suppression and Alarm systems.

Schedule maintenance and repairs to HVAC, Fire Suppression and Alarm systems as necessary.

Assist in the development, implementation, and maintenance of preventative maintenance standards and procedures for all City facilities and systems assigned.

Control the City's computerized HVAC systems at building sites; operate automated building controls and energy management systems; and program and troubleshoot direct digital controls, chilled water valves, and mixed air modulating valves.

Negotiate and ensure the proper administration of assigned facility system maintenance contracts by vendors.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

#### PERIPHERAL DUTIES:

Fill in for Superintendent as assigned.

Perform related duties as assigned.

# KNOWLEDGE, SKILLS AND ABILITIES:

## KNOWLEDGE OF:

- General facilities management principles, practices, and techniques.
- Principles, procedures, and techniques of preventative facility maintenance.
- HVAC mechanical and control systems including maintenance practices and techniques.
- Building fire suppression, fire and burglar alarm systems, building and fire suppression backflow prevention devices and underground storage tank alarms.
- Computerized facility maintenance management systems.
- Standard methods, materials, tools and equipment used in building maintenance and repair.
- Heating and cooling systems maintenance and repair methods.
- Basic Uniform Plumbing Code (UPC); National Electrical Code (NEC); construction; and related facility maintenance and repairs.
- General methods and techniques in plumbing, electrical, and mechanical systems, including maintenance, basic construction, and remodeling.
- Maintenance contract negotiations and contract administration procedures, practices, and techniques.
- Applicable safety regulations, occupational hazards, and safety precautions entailed in the maintenance and safe use of tools and equipment.
- Municipal government policies, procedures, structure, and objectives; applicable local, state and federal laws, codes, regulations and ordinances.
- Current literature, trends, and developments in the field of facility systems maintenance.
- Basic principles and practices of governmental budgeting, accounting and purchasing.
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheets programs.
- Principles and practices of supervision and training.
- Correct usage of English grammar, spelling, punctuation and vocabulary.
- Record-keeping techniques.

#### SKILLED IN:

- Performing technical tasks related to position.
- Communicating complex technical information both orally and in writing to others in an understandable format.
- Establishing and maintaining effective working relationships with others.
- Interpersonal relations using tact, patience and courtesy.

 Effectively organizing and expressing ideas through oral and written communication skills.

## **ABILITY TO:**

- Communicate effectively with contractors and oversee their work.
- Negotiate and oversee the administration of facility maintenance contracts.
- Research and make recommendation on computerized maintenance management systems.
- Assess facility and equipment repair needs vs. cost and make appropriate recommendations.
- Inspect City maintenance systems such as HVAC, fire suppression, fire and burglar alarms and underground fuel tanks independently in accordance with preset maintenance schedules.
- Operate computerized and automated controls of City facility systems.
- Manage construction, tenant improvement, and related facility maintenance projects.
- Read and draw up simple fabrication plans, sketches and blueprints.
- Use interpersonal skills effectively in a tactful, patient and courteous manner.
- Read, comprehend, apply, and explain general business periodicals, professional journals, technical procedures, or governmental regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; and compute rate, ratio, and percent.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; solve practical problems; and deal with a variety of variables in situations where only limited standardization exists.

## MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, general education degree (GED), or equivalent, supplemented by completion of college level course work or vocational training in HVAC maintenance, plumbing, electrical, mechanical, construction or a related field: and

Experience: Three (3) years of increasingly responsible experience in plumbing, electrical, mechanical systems, construction, and electronic fire alarm systems, or a related field.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

#### LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Valid First Aid/CPR Card

# MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax machine, copy machine, and calculator.

Standard and specialized hand and power machines, tools and equipment used in plumbing, building and facility maintenance including, but not limited to, cement mixer and power cement trowel, jack hammer, ditch-witch, riding mower, power mower, edger, weedeater, hedge-trimmer, pruner, trimmer, power aerator, rototiller, scraper, stump grinder, cement mixer, chipper, power sweeper, turf vacuum, chemical sprayer, fertilizer spreader, trencher, saw, drill, hammer, chisel, screwdrivers, knives, wrenches, shovels, rakes, axes, pry bars, post-hole diggers, scales, tape measures, step and extension ladders, and a variety of specialized and small power and hand tools.

Other equipment include hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots, pesticide and herbicide spraying equipment and chemical resistant clothing.

May be required to operate a City vehicle.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell; and type on keyboard for extended periods of time. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

# **WORKING CONDITIONS:**

Work is performed in an indoor office environment and an outdoor field environment. While performing the duties of this job, the employee may be exposed to individuals who are irate or hostile. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The employee occasionally works in high, precarious places and outside weather conditions and occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate in the office and may sometimes be loud in the field.

SIGNATUF	RES:				
Incumbent'	s Signature	Date	Supervisor's Signature	Date	
Approval:					
Departmen	t Director/Designee	Date	Human Resources Director	Date	
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; of the duties of this position are changed significantly.				

Revised 3/1/07